

# DINING & FOOD SERVICE

2018 – 2019 ACADEMIC YEAR

**BON APPÉTIT MANAGEMENT COMPANY** operates the college's food service program. They are a provider of premium contract food service programs. Bon Appetit brings made-from-scratch restaurant style dining to Reed College, with a commitment to quality, innovation, social responsibility, and customer satisfaction. Bon Appetit strives to provide a dining experience for the Reed community that meets individual dietary needs while providing an interesting and healthy variety of options. Bon Appetit is also the exclusive caterer for Reed College. For more information, [please visit their website.](#)

All students residing in the residence halls, except for the co-ops and apartments, must participate in the food service program. Residents of on-campus apartments and students living off campus have the option to purchase a meal plan or Commuter Commons Cash. If you are looking to add Commuter Cash to your student account, you can do so [online](#) by specifying funds for "Commuter Commons Cash / Food Points."

## Hours of operations

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Bon Appetit provides up to date information on hours of service as well as current menus for the week [on their website.](#)

## Meal plan options

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In designing meal plans, we try to take into consideration the eating habits of the average Reed student. This includes the volume of food purchased per meal, the frequency with which meals are eaten, and how often one takes advantage of dining outside of "regular" meal hours. In an attempt to keep the cost of plans at a reasonable rate, the very heaviest eaters or those at the top of the curve of any group may need to add dollars to their individual plan. You [add meal](#)



plan dollars to your account by purchasing them at the Business Office cashier window, in Eliot.

PLAN A—\$7110 /YEAR (\$3555 /SEMESTER)

Plan A is designed for the student who will eat almost every meal on campus and often take advantage of late night dining hours. This plan has a weekly spend rate of approximately \$125.00 /week. Plan A has a purchasing value each semester of \$1865 (\$3730 /year).

PLAN B—\$6770 /YEAR (\$3385 /SEMESTER)

Plan B is designed for the student who will occasionally miss meals and who may take advantage of late night dining. This plan has a weekly spend rate of approximately \$111.00 /week. Plan B has a purchasing value each semester of \$1670 (\$3340 /year).

PLAN C —\$6340 /YEAR (\$3170 /SEMESTER)

Plan C is designed for students who because of their schedule or off campus commitments, do not plan on eating all their meals on campus. This plan has a weekly rate of approximately \$95.00 /week. Plan C has a purchasing value each semester of \$1430 (\$2860 /year).

**The plans operate on a declining balance or debit system.** In accordance with the plan selected, students begin each semester with a set amount of funds (meal plan dollars) electronically added to their balance. Students then pull from their balance as they purchase food. Meal plan dollars may be spent in Commons, Caffe Circo, and the Marketplace. If a student runs out of meal plan dollars they can add additional money to their board card.



A portion of the payment for a meal plan is retained by Reed to pay for building maintenance and a portion is paid directly to Bon Appetit to cover fixed costs. The remaining portion of the payment is given to the student as meal plan dollars.

## **Board coverage**

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Fall semester board begins with dinner on Monday, August 20, 2018 and ends with lunch on Friday, December 14, 2018.

Spring semester board begins with dinner on Sunday, January 27, 2019 and ends with lunch on Tuesday, May 21, 2019.

The board plans are designed to provide meals for only the approximate 15 weeks per semester. Students have the option to use their meal plan dollars in Commons during the limited dining hours over fall and spring breaks and Paideia, but be aware that this will affect the ability to ensure their meal plan dollars will last through the end of a semester.

## **Transferring meal plan dollars between students**

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Students are permitted to transfer board funds from their account to another boarding student's account with the following stipulations:

1. Both students must be on a board plan.
2. No meal plan dollars can be transferred before November 1, 2018, (for fall semester) and April 1, 2019 (for spring semester). This is so students have half of the semester to determine eating habits and whether or not they will need to purchase additional meal plan dollars or if they will have meal plan dollars remaining.
3. A minimum of \$25 can be transferred and a maximum of \$200, per semester.
4. Transferring meal plan dollars will take place in the Bon Appetit office in Lower Commons during the hours of 9 a.m. to 3 p.m., Monday through Friday. Both students must be present in order to make the transfer.



5. The College and Bon Appetit will only assist in the electronic transfer of meal plan dollars from one student's card to another and not in the collection or distribution of the funds.

## **Transferring meal plan dollars between semesters**

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Meal plan dollars that are not spent in the fall semester will carry over to the spring semester provided the student purchases a board plan for the spring semester. Students in the apartments who opt not to sign up for a board plan or who petition and are approved to break their contract for the spring semester will forfeit any board points remaining from the fall semester. All meal plan dollars remaining at the end of the spring semester will expire. [Commuter Commons](#) [Cash](#) are active for students until the student's graduation.

## **Changing board plans**

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Students can change their board plan by notifying the Residence Life Office in writing for fall semester by September 8, 2017. Board changes for spring semester can occur on or between January 1, 2018 and February 2, 2018.

## **Petitioning off the board plan**

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If a student successfully petitions off the board plan and has remaining meal plan dollars the business office will issue a pro-rated refund (for the base portion) and the meal plan dollars will be deleted. A student does not receive a refund for meal plan dollars regardless of when they file a petition. Exceptional circumstance should be appealed to the Assistant Dean of Students for Residence Life.

## **Lost, stolen, or temporary board bards**

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During orientation, each new student will receive a Reed College ID. If the ID is lost, stolen or misplaced, a replacement can be obtained at the Community Safety office located in 28 West and the student's account is charged \$10.

Should a student temporarily misplace their ID, a temporary board card can be obtained directly from the Bon Appetit office in Lower Commons or from the cafe manager.

## **Purchasing additional meal plan dollars**

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Students using all their meal plan dollars before the end of fall or spring semesters may obtain additional funds by acquiring them from another student or by placing additional funds on their board account at the cashier's window in Eliot. Students purchasing additional meal plan dollars will receive a 10% bonus from Bon Appetit, which is added as meal plan dollars to their board card. You can also add meal plan dollars online by specifying funds for "Commuter Commons Cash / Food Points."

## **Commuter commons cash**

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Off-campus students, staff or faculty may purchase Commuter Commons Cash at any time during the semester at the cashier's window in Eliot. Commuter Commons Cash does not expire until the cardholder leaves Reed. A 10% bonus is added to all Commuter Commons Cash purchases by Bon Appetit

## **Packouts**

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A prepared-meal replacement option is available when the college's board program is open, through the use of "packouts". Packouts are unprepared food products requested through Commons. A list of available items available can be obtained from Bon Appetit. Packouts are limited to a maximum of \$300 per semester, with a weekly



limit of \$100 per pack out. No requests for packouts will be accepted after December 3, 2018 (for fall semester) or May 6, 2019 (for the spring semester). Packouts will not be processed for non-student groups. There is an assumption in the agreement that the food is for student consumption. With all packouts, there will be no buying back of food by Bon Appetit.

## **Refunds for students who take a leave from Reed**

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If a student goes on leave during the middle of the semester, they will receive a pro-rated refund of the base and the remaining meal plan dollars. If a student takes a leave between semesters, they will not receive a refund for any remaining meal plan dollars. If the student has already paid for the board portion of the upcoming semester, but the semester has not yet begun, they will receive a refund for the amount of the semester. The business office determines the daily pro-rated amount to be refunded.

**IF YOU HAVE QUESTIONS** concerning the dining program or special needs that you need addressed, please contact the residence life office by calling 503/777-7536 or emailing [res.life@reed.edu](mailto:res.life@reed.edu).

